

# **SOLICITATION AMENDMENT**

ARIZONA  
DEPARTMENT OF CORRECTIONS  
1601 W. JEFFERSON, MAIL CODE 55302  
PROCUREMENT SERVICES  
PHOENIX, ARIZONA 85007

**SOLICITATION NO. ADOC12-00001388 / ADC No. 120088DC  
AMENDMENT NO. 1**

**Contract Officer: Karen D. Ingram**

**SOLICITATION DUE DATE: March 6, 2012**

**SIGNED COPY OF THIS AMENDMENT MUST BE RETURNED WITH YOUR BID SOLICITATION.  
THIS SOLICITATION IS AMENDED AS FOLLOWS:**

## **RFP NO. ADOC12-00001388 / ADC No. 120088DC 2000 Medium Security Prison Beds**

**The Due Date has been extended from March 6, 2012, to March 13, 2012 at  
3:00 P.M. M.S.T.**

**The last day for submitting questions to the Department shall be February 29,  
2012, 3:00 P.M. M.S.T.**

**The following information is hereby amended:**

**CHANGES, ADDITIONS, OR DELETIONS IN REQUIREMENTS THAT WILL FORMALLY  
CHANGE THE SOLICITATION REQUIREMENTS WILL BE SHOWN AT THE BEGINNING OF  
THIS AMENDMENT.**

### **AMEND TO ADD**

The On-site Attendance Reports for ASPC-Florence and ASPC-Yuma have been added at the end of this amendment. The hand-outs provided at each of the on-sites have been attached as part of this amendment under the ProcureAZ website and can also be located on ADC's website <http://www.azcorrections.gov/>, under Data and Reports.

### **AMEND TO ADD**

**Section 1.8.6.5.6: Under Occurrence Categories:**

Suicides. For each inmate suicide identify the method of suicide (i.e., hanging, self-inflicted fatal wound, etc.) and the inmate status at the time of suicide (i.e., in protective segregation, in detention, on mental health watch, in general housing unit, etc.).

### **AMEND TO DELETE**

Section 1.13.1.2 is being deleted in its entirety.

### **AMEND TO CHANGE**

**Section 1.11.4.4: Staffing for Special Education has been changed.**

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**From:** Education (minimum required ratio 40:1) Staffing recommendations for a 1000 bed institution would be 5 Literacy/GED teachers, 1 Special Education teachers, 2 Work Based Education teachers, 1 Librarian, 1 Correctional Education Program Supervisor, and 1 Administrative Assistant I.

**To:** Education (minimum required ratio 40:1) Staffing recommendations for a 1000 bed institution would be 5 Literacy/GED teachers, 2 Work Based Education teachers, 1 Librarian, 1 Correctional Education Program Supervisor, and 1 Administrative Assistant I.

## AMEND TO CHANGE

### **Section 1.13.5.2:**

**From:** Three (3) meals (breakfast, lunch, dinner) shall be provided to assigned inmates each day. Two (2) meals each day shall include hot foods and one sack meal. Appropriate equipment necessary to supply the two hot meals per day shall be maintained by the Contract Facility Operator/subcontractor.

**To:** Three (3) **hot** meals (breakfast, lunch, dinner) shall be provided to assigned inmates **Monday through Friday with two (2) meals on Saturday and Sunday.** Appropriate equipment necessary to supply the meals per day shall be maintained by the Contract Facility Operator/subcontractor.

## AMEND TO CHANGE

### **Section 1.13.7.6:**

**From:** The Contract Facility Operator shall comply with all of the requirements of Child Find as defined by the Individuals with Disabilities Education Act (IDEA), and provide evidence of completed forms upon request for monitoring purposes. If necessary, the Contract Facility Operator will work with the Department of Corrections Education Bureau in the identification of special education-eligible inmates.

**To:** The Contract Facility Operator shall comply with all of the requirements of Child Find as defined by the Individuals with Disabilities Education Act (IDEA), and provide evidence of completed forms upon request for monitoring purposes. If necessary, the Contract Facility Operator will work with the Department of Corrections Education Bureau in the identification of special education-eligible inmates, **and the Department of Corrections Education Bureau will coordinate transfer of those inmates identified to an appropriate facility.**

## AMEND TO CHANGE

### **Section 1.14.6.5:**

**From:** Upon the Department conversion to an automated or Electronic Medical Files System, the Contract Facility Operator shall convert to the same electronic system at no cost to the Department. If the Contract Facility Operator utilizes a proprietary electronic medical record, files shall be transferred to paper upon return of the inmate to Department custody.

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**To:** Upon the Department conversion to an automated or Electronic Medical Files System, the Contract Facility Operator shall work with the Department to either provide electronic data transfers in a file format compatible with the system used by ADC facilities, or integrate new software to achieve the same purpose. Any costs incurred to achieve compatibility with a new Electronic Medical Records System used by ADC facilities may be submitted for review and negotiation to provide adequate compensation for the more costly services.

## AMEND TO CHANGE

### **Section 2.24 Insurance:**

**From:** The successful contractor will be required to provide the following Certification of Insurance within five (5) days after receipt of written notice of intent to award this contract. The contractor must furnish the State, certification from insurer(s) for coverage in the minimum amount as stated below. The coverage shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

**MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

Commercial General Liability – Occurrence Form. Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage. Minimum limits of \$20,000,000 per occurrence, and unimpaired products and completed operations aggregate limit and general aggregate minimum limits of \$20,000,000. Coverage shall be at least as broad as the insurance Service Office, Inc. Form CG000101196, issued on an Occurrence basis, and endorsed to add the State of Arizona, Department of Corrections as an Additional Insured with reference to this Contract. The policy shall include coverage for:

Bodily Injury;  
Broad Form Property;

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Personal Injury;  
Blanket Contractual Liability;  
Independent Contractors;  
Products and Completed Operations; and  
Fire Legal Liability.

The policy shall be endorsed to include the following additional insured language: "The State of Arizona, Department of Corrections, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insured's with respect to liability arising out of the activities performed by or on behalf of the Contractor".

Policy shall contain a waiver of subrogation against the State of Arizona, Department of Corrections, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

Automobile Liability - Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract. Minimum limits of \$5,000,000 per occurrence combined single limit, with Insurance Service Office, Inc. Declarations to include Symbol One (Any Auto) applicable to claims arising from bodily injury, death or property damage arising out of the ownership, maintenance or use of any auto.

The policy shall be endorsed to include the following additional insured language: "The State of Arizona, Department of Corrections, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insured's with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor".

Policy shall contain a waiver of subrogation against the State of Arizona, Department of Corrections, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

## Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability:	
Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

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Policy shall contain a waiver of subrogation against the State of Arizona, Department of Corrections, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

This requirement shall not apply to: Separately, each contractor or subcontractor exempt under A.R.S. § 23-901, and when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

Professional Liability (Errors and Omissions Liability). Professional Liability Insurance with minimum limits of \$5,000,000 Each Claim and an unimpaired annual aggregate of \$10,000,000 Each Claim with a Retroactive Liability Date (if applicable to Claims-Made coverage) the same as the effective date of this contract. The policy shall cover professional liability arising out of the rendering or failure to render medical services for all persons, positions and operations as described in the Scope of Services.

In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

Within this requirement, medical services shall be insured with sub limits as follows:

Hospital Professional Liability (Administration and Management)  
\$2,000,000 Each Claim, \$4,000,000 Aggregate.

Medical Malpractice Liability (Individual Medical Practitioners)  
(Employees of primary contractor, and/or subcontractors and/or sole proprietors) \$1,000,000 Each Claim, \$3,000,000 Aggregate.

The policy shall contain an Extended Claim Reporting Provision of not less than three years following termination of the policy.

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

**ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

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The State of Arizona, Department of Corrections, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.

Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

**NOTICE OF CANCELLATION:** With the exception of ten (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require thirty (30) days written notice to the State of Arizona. Such notice shall be sent directly to State of Arizona Department of Corrections, 1601 West Jefferson Street, M/C 55302, Phoenix, AZ 85007-3002 and shall be sent by certified mail, return receipt requested. Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to State of Arizona Department of Corrections, 1601 West Jefferson Street, M/C 55302, Phoenix, AZ 85007-3002 and shall be sent by certified mail, return receipt requested. (change to Requirement, this will need modified)

**ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

**VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

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All certificates required by this Contract shall be sent directly to State of Arizona Department of Corrections, 1601 West Jefferson Street, M/C 55302, and Phoenix, AZ 85007-3002. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. Do not send certificates of insurance to the State of Arizona's Risk Management Division.

**SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insured's under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to the minimum requirements identified above.

**APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

**EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

**To: Insurance**

The successful contractor will be required to provide the following Certification of Insurance within five (5) days after receipt of written notice of intent to award this contract. The contractor must furnish the State, certification from insurer(s) for coverage in the minimum amount as stated below. The coverage shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Contractor and subcontractors shall procure and maintain until all of their obligations under this contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

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**MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

Commercial General Liability – Occurrence Form. Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage. Minimum limits of \$20,000,000 per occurrence, and unimpaired products and completed operations aggregate limit and general aggregate minimum limits of \$20,000,000. The policy shall include coverage for:

- Bodily Injury;
- Broad Form Property;
- Personal Injury;
- Blanket Contractual Liability;
- Independent Contractors;
- Products and Completed Operations

The policy shall be endorsed to include the following additional insured language: “The State of Arizona, Department of Corrections, agencies, boards, commissions, and its officers, officials, agents, and employees shall be named as additional insured’s with respect to liability arising out of the activities performed by or on behalf of the Contractor including completed operations”. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

Policy shall contain a waiver of subrogation endorsement ~~against~~ in favor of the State of Arizona, Department of Corrections, agencies, boards, commissions, ~~universities~~ and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

Policy shall contain a severability of interests provision.

Automobile Liability - Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract. Minimum limits of \$5,000,000 per occurrence combined single limit, with Insurance Service Office, Inc. Declarations to include Symbol One (Any Auto) applicable to claims arising from bodily injury, death or property damage arising out of the ownership, maintenance or use of any auto.

The policy shall be endorsed to include the following additional insured language: “The State of Arizona, Department of Corrections, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as



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additional insured's with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor". Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

Policy shall contain a waiver of subrogation endorsement ~~against~~ in favor of the State of Arizona, Department of Corrections, agencies, boards, commissions, ~~universities~~ and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability:	
Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

Policy shall contain a waiver of subrogation endorsement ~~against~~ in favor of the State of Arizona, Department of Corrections, agencies, boards, commissions, ~~universities~~ and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

This requirement shall not apply to: Separately, each contractor or subcontractor exempt under A.R.S. § 23-901, and when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

Professional Liability (Errors and Omissions Liability). Professional Liability Insurance with minimum limits of \$5,000,000 Each Claim and an unimpaired annual aggregate of \$10,000,000 Each Claim with a Retroactive Liability Date (if applicable to Claims-Made coverage) the same as the effective date of this contract. The policy shall cover professional liability arising out of the rendering or failure to render medical services for all persons, positions and operations as described in the Scope of Services.

In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

Within this requirement, medical services shall be insured with sub limits as follows:

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Hospital Professional Liability (Administration and Management)  
\$2,000,000 Each Claim, \$4,000,000 Aggregate.

Medical Malpractice Liability (Individual Medical Practitioners) (Employees of primary contractor, and/or subcontractors and/or sole proprietors)  
\$1,000,000 Each Claim, \$3,000,000 Aggregate.

The policy shall contain an Extended Claim Reporting Provision of not less than three years following termination of the policy.

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

**ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

The Contractor's policies shall stipulate that the insurance afforded the contractor shall be primary insurance and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by Arizona Revised Statutes Section 41-621 (C).

Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

**NOTICE OF CANCELLATION:** With the exception of ten (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require thirty (30) days written notice to the State of Arizona. Such notice shall be sent directly to State of Arizona Department of Corrections, 1601 West Jefferson Street, M/C 55302, Phoenix, AZ 85007-3002 and shall be sent by certified mail, return receipt requested. Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona by the Contractor. Such notice shall be sent directly to State of Arizona, Department of Corrections, 1601 West Jefferson Street, M/C 55302, Phoenix, AZ 85007-3002 and shall be sent by certified mail, return receipt requested.

**ACCEPTABILITY OF INSURERS:** Insurance ~~is to~~ shall be placed with companies duly licensed in the State of Arizona or hold approved non-admitted insurers status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required

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minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

**VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer.

All certificates and endorsements are to be received and approved by the Department before work commences. Each insurance policy required by this Contract must be in effect upon or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to State of Arizona Department of Corrections, 1601 West Jefferson Street, M/C 55302, and Phoenix, AZ 85007-3002. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete certified copies of all insurance policies required by this Contract at any time.

**SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insured's under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to the minimum requirements identified above.

**APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Department in consultation with the Department of Administration, Risk Management Division, whose decision shall be final.

**EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

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Questions have been submitted by vendors and the Department has provided the following responses

## Questions submitted on February 10, 2012

1. Page 50, Scope of Work, Section 1.11.4.4 states "Education (minimum required ratio 40:1) Staffing recommendations for a 1000 bed institution would be 5 Literacy/GED teachers, 1 Special Education teachers, 2 Work Based Education teachers, 1 Librarian, 1 Correctional Education Program Supervisor, and 1 Administrative Assistant 1." Given the State's Director's Instruction 291-Education of Criminal Aliens policy, which reduces the percentage of offenders eligible for educational programming, will the State amend the above staffing recommendations to reflect the lower percentage of eligible inmates for programming?

**Answer:** No, the population of Criminal Aliens should not substantially affect the percentage of offenders eligible for educational programming.

2. Page 23, Scope of Work, Section 1.8.5.1.10 asks for a list of all closed or pending legal judgments, claims, or lawsuits, including the complaint, the answer, and the final disposition, if closed. Would the State consider limiting the time period to the past five years?

**Answer:** The requirement shall remain the same requiring a list of all closed or pending legal judgments, claims, or lawsuits including the complaint, the answer, and the final disposition, if closed.

3. The RFP states on page 63, Scope of Work, Section 1.13.7.2.2 "Instructors shall carry a case ratio of a minimum of 40 (forty) inmates to one instructor per day." However, Chapter: 900 - Inmate Programs And Services Department Order: 910, Inmate Education And Resource Center Services of the Arizona Department of Corrections Policies 1.5 states that "The teacher-to-student ratios shall be, at a minimum, one teacher to 18 students or one teacher to seven students in the Minors Unit during any block of time unless the Wardens, physical space, or custody level prohibits this ratio." Can the State please confirm that the minimum ratio of no less than 18 students to 1 teacher in the ADC policy prevails over the RFP requirement?

**Answer:** The RFP requirement of a ratio of a minimum of 40 (forty) inmates is accurate. The ratio of 1 teacher to 18 students as listed in DO910 is based upon the capacity of an ADC classroom to hold one teacher, inmate aides, and 18 students for one class period (3 hours). As each teacher also holds a second class period each day with a second class of 18 students, the total number of students that received educational services from a single teacher per day is a minimum of 36. The RFP requirement of 40 students per day envisions two class periods per day with a minimum of 20 students for each class period. The difference between 18 and 20 students per class period can be accommodated with a

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**THIS SOLICITATION IS AMENDED AS FOLLOWS:**

slightly larger classroom.

4. Page 64, Scope of Work, Section 1.13.7.5 states "Inmates shall not be paid for participating in education programs." Can the State verify that this prohibition applies to academic students participating in educational programs.

**Answer:** Inmates attending education programs, such as mandatory literacy and GED, do not receive payment. Inmates attending work training programs (CTE) do receive a payment of fifteen cents per hour. Work based education (CTE) is considered a work program and is therefore eligible for payment.

5. Page 64, Scope of Work, Section 1.13.7.6 states that "...If necessary, the Contract Facility Operator will work with the Department of Corrections Education Bureau in the identification of special education-eligible inmates." Can the State provide the maximum caseload of Special Education students for a Special Education teacher?

**Answer:** Please see change at the beginning of this amendment. This requirement has been changed.

6. Section 1.14.1.6 states that "staffing patterns for providers (physician, nurse practitioner, physician assistant and psychiatrist) of health services include a minimum of ophthalmologist and optometrist." Please confirm that ophthalmologist services may be provided off-site where specialized equipment and staff are available to provide the best care to the patient inmate?

**Answer:** Yes, ophthalmologist services may be provided off-site.

7. Page 3 of 9, Uniform Terms and Conditions, Section 3.7 Property of the State; Page 9 of 9, Uniform Terms and Conditions Section 9.5.2 Termination for Default; Page 13, Scope of Work, Sections 1.6.1 and 1.6.3; Page 14, Scope of Work, Sections 1.6.5.1; Page 39, Scope of Work, Section 1.10.2.3; and Page 93, Scope of Work, Section 1.17.3: Please confirm that the Department's access to and ownership of records and materials pursuant to these sections is limited to those records and materials that are necessary to monitor contract performance or are created as required under the contract and does include access to the facility operator's proprietary or non-public corporate information.

**Answer:** Any information (deliverables) that is prepared, provided, developed or established for the purposes of this contract applies to these areas stated and are not limited to only monitoring performance under the contract. Information pertaining to the facility operator's proprietary or non-public corporate information would be of no interest to the Department so long as it does not pertain in any way with the Contract. If it does then it applies.

8. Page 8 of 9, Uniform Terms and Conditions, Section 9.4 Termination for Convenience; gives the State the right to terminate the Contract at any time, in whole or part, for convenience. Will the State agree to provide at least 30 days written notice of its intent to terminate for convenience?

# SOLICITATION AMENDMENT

ARIZONA  
DEPARTMENT OF CORRECTIONS  
1601 W. JEFFERSON, MAIL CODE 55302  
PROCUREMENT SERVICES  
PHOENIX, ARIZONA 85007

SOLICITATION NO. ADOC12-00001388 / ADC No. 120088DC  
AMENDMENT NO. 1

Contract Officer: Karen D. Ingram

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**Answer:** Yes, should a situation occur resulting in the termination for convenience the Department will provide sufficient notice.

9. Page 12, Scope of Work, Section 1.4.3.2 Requirements, provides that the facility operator is responsible for all costs to implement new or revised Department Written Instructions, and applicable Court Orders/Decrees or new law occurring after execution of the contract. Please confirm that consistent with, Page 36, Scope of Work, Section 1.9.13.10.3, the facility operator may negotiate a modification of the Contract to provide adequate compensation in the event the changes increase the cost of the Contractor's fulfillment of its obligations under the Contract.

**Answer:** Consistent with Section 1.9.13.10.3, "... The Department is willing to review changes and negotiate a modification of the Contract to provide adequate compensation *for the more costly services...*" However, that should not be interpreted as blanket approval for a renegotiated rate resulting from new or revised Department Written Instructions, or applicable Court Order/Decrees or laws.

10. Page 27, Scope of Work, Section 1.8.8.3.1 because some subcontracts may already be in effect and would have to be amended to include the certification language verbatim, will the Department allow the Contractor to have subcontractors sign a separate certification document that includes the same certification language?

**Answer:** Yes

11. Page 26, Scope of Work, Section 1.8.8.1, since the Contractor is ultimately responsible for maintaining the safety and security of facility operations, will the Department agree to allow the Contractor to have the authority to make decisions regarding the termination of a subcontractor and provide written notice of any such termination to the Department along with plans to ensure uninterrupted continuation of services?

**Answer:** Yes, with the prior notice and approval by ADC's Contract Beds Operations Director of the vendor action plan, which shall ensure continuity of operations/services without interruption.

12. Page 35, Scope of Work, Section 1.9.11.9, Will the Department agree that it will not unreasonably withhold approval? Will the Department agree that it will not withhold approval on any basis that may give rise to a claim for employment discrimination?

**Answer:** Yes and Yes.

13. Page 58, Scope of work, Section 1.13.2.2 In the event the contractor can achieve efficiencies by sharing resources with other facilities operated by the same contractor, would the State consider allowing the contractor to use shared resources to provide inmate trust/banking services that may not include one full-

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time account technician per facility?

**Answer:** ADC does not object to a vendor proposing sharing of resources with existing facilities owned by that vendor; however, all staffing patterns proposed will be evaluated for appropriateness to meet requirements. Any such proposal and subsequent consideration shall ensure no service is diminished by the use of shared resources.

14. Page 58, Scope of Work, Section 1.13.1.5 requires the facility operator to use the same computer software and version that is used by the Department. Will the Department agree to allow the facility operator to use compatible computer software?

**Answer:** ADC does not object to vendors using software different than ADC; however, the vendor must ensure the software used is compatible with ADC's.

15. What is the intended percentage of HIV+ and Hepatitis C that ADC plans to send the Contractor? Will the ADC limit the percentage to not exceed the State average?

**Answer:** It is intended to send percentages of HIV+ and Hepatitis C inmates to the Contractor in line with State averages and without restriction. ADC will not limit the percentage not to exceed the State average.

16. Page 73, Scope of Work, Section 1.14.1.6 May a dental hygienist be used to augment the services of a dentist if the dentist directly supervises the dental hygienist, is directly involved with the dental hygienist provision of patient care and is responsible for all dental service programs at the facility?

**Answer:** Yes

17. Will the Department agree that Hepatitis C inmates who have begun a treatment regimen will not be transferred to the Contractor's facility?

**Answer:** The Department will not agree that Hepatitis C inmates who have begun treatment regimen will not be transferred to the Contractor's facility.

18. Page 82, Scope of Work, Section 1.14.6.5 requires upon the Department of Corrections conversion to an automated electronic Medical Files System that the Contractor also convert at no cost to the Department of Corrections. May the Contractor continue to use its own electronic medical records system as long as there is an interface between the Contractor's system and the Department's system?

**Answer:** The Contractor may continue to use its own electronic medical records system as long as there is an interface between the Contractor's system and the Department's system.

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19. Would the contractor be permitted to follow its own policies with regard to employee relocation expenses rather than section 505.03 of the Arizona Department Order Manual?

**Answer:** Yes

20. Page 16, Scope of Work, Section 1.6.6.3 indicates a requirement for office space for a minimum of three DOC staff while page 87, Scope of Work, Section 1.15.15 requires space for up to four DOC staff. Please confirm how many offices are required for DOC staff.

**Answer:** Three offices per 1000 beds

21. Pg. 109, Special Terms and Conditions, Section 2.32. Liquidated Damages for Loading and Deactivation of Inmates. Please clarify what is intended by the third sentence of this section, which reads as follows: "Liquidated damages shall be used for the purpose of loading Department inmates and deactivating should this occur during the term of the contract." Will the assessment of liquidated damages pursuant to this section be limited to circumstances involving the Contractor's failure to meet the loading or deactivation schedule?

**Answer:** Yes, liquidated damages shall apply for loading of inmates into the facility and deactivating should this occur. The intention is for the Contractor to comply with a loading schedule or deactivation should this occur.

22. Section J of the Administrative Information form, page 133 references the Department's Training Forms included in the RFP. We have not found these forms. Please indicate where they are located.

**Answer:** Attached is the Department's Training Schedule for FY2012 with which contractors and subcontractors must comply.

## **Questions submitted on February 14, 2012**

23. Utility Cost - Section 1.3.6.2 notes the contractor will be responsible for all costs related to the portion of use of the services in connection with the facility size and number of inmates. For each of the two sites offered by the state in section 1.3.2, how much per unit cost for the following utility services will the state charge the contractor: Water – Per Gallon cost Sewer – Per Gallon cost Electricity – Per KWH cost Gas – Per Therm cost.

**Answer:** ADC will not be supplying electric or gas service at either of the sites offered. Gas and Electric services must be contracted from private utility providers.

For the Florence site, City of Florence water and sewer lines are directly adjacent to the Western property line. Vendor must work with the City to connect the utilities. The vendor would not be



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connecting to ADC water and sewer Infrastructure.

For the Yuma site, there is an onsite ADC owned waste water treatment plant and ADC owned wells and domestic water system. There will be no charge for water or waste water services as long as the vendor does not exceed the requirements in the Physical Plant Standards of 200 gallons of domestic water per day per inmate and 187 gallons per day per inmate for waste water. All water and waste water utilities must be separately metered for the new private facility to determine the actual usage of the private facility. If in fact the standards for water and waste water as defined in the Physical Plant Standards as stated above are exceeded, then ADC reserves the right to charge the private vendor for any over usage. Any cost associated for the expansion or connections to ADC water or waste water facilities will be at the expense of the private operator.

24. Systems Hardware - Section 1.13.1.2 notes the requirement of "systems and hardware" for electronic medical records and Tele-medicine. Please confirm this requirement relates only to the data communications availability and not to actual electronic medical records (EMR) and/or Tele-medicine equipment. If the state requires any systems, hardware and equipment relating to EMR and/or Tele-medicine, please provide the specific type of systems, hardware or equipment required

**Answer:** See change at the beginning of this Amendment. Section 1.13.1.2 has been deleted in its entirety.

25. Commissary Personnel - Section 1.13.14 requires the contractor to utilize the state's commissary contract. Will labor costs for commissary personnel be permitted to be funded under the state's commissary contract or be allowed to be paid by inmate fund W&B fund?

**Answer:** Yes, only if needed and appropriate

26. Electronic Medical Records - Section 1.14.6.5 Notes "Upon the Department of Corrections conversion to an automated or electronic Medical Files System, the Facility operator shall convert to the same electronic system at no cost to the Department of Corrections" Will the Department of Corrections supply the unique electronic Medical Files System unique hardware/software/licensing to the operator at no cost? If no, please provide the costs associated with the conversion to the state's automated or electronic Medical Files System.

**Answer:** See change at the beginning of this amendment to section 1.14.6.5. This section has been modified to reflect that the Contract Facility Operator shall work with the Department to either provide electronic data transfers in a file format compatible with the system used by ADC facilities, or integrate new software to achieve the same purpose.

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27. Solicitation Extension – Will the Department consider an extension of the submission due date (current date is Tuesday, March 6, 2012 at 3:00 p.m. MST) for the above-referenced Solicitation to Tuesday, March 20, 2012 at 3:00 p.m. MST. Our request for the extension is based on the timelines contained in the RFP and our desire to ensure that our proposal fully and adequately addresses the ADC's requirements and provides the state with the best possible pricing for services. We are concerned that there may be inadequate time to fully review the Department's answers to offerors questions, assess the information obtained during our recent site visits, and make appropriate adjustments to the pricing/technical narratives for this very important project. We sincerely appreciate your need to be careful in responding to offerors' questions and hope that you share our belief that the State will ultimately benefit from providing offerors.

**Answer: The Due Date has been extended from March 6, 2012 to March 13, 2012 at 3:00 PM, M.S.T.**

28. PARAGRAPH 1.11.3 Scope of Work Page 49 - This section states offerors are required to submit a position description form (page 137) for each position indicated on the General Staffing Pattern. However, section 1.9.9.2.2 States that Job Descriptions are to be submitted to the Department 90 days prior to the arrival of the first inmate. Question: Can the Department please clarify when Job Descriptions are to be submitted, with the Offeror's proposal or prior to 90 days of the arrival of the first inmate?

**Answer:** Each of these sections is accurate. Position descriptions are required with the proposal response in accordance with section 1.11.3. Section 1.9.9.2 is referring to written personnel procedures that are to be provided 90 days prior to the first inmate and the job descriptions are to be addressed as part of the written procedures identified in subsection 1.9.9.2.2.

29. PARAGRAPH 1.6.6 General Requirements Page 16 - This section states Vendor's shall provide Department monitoring staff office space and equipment for a minimum of three (3) Department staff per 1,000 bed unit. However, Section 1.15.15 requires up to four Administrative offices. Question: Can the Department please clarify the number of offices spaces required for Department staff at the facility?

**Answer:** 3 offices per 1000 bed unit.

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30. PARAGRAPH Section 1.14.4.2.1.2.2 Page 79 - This section of the Scope of Work states "Substance Abuse treatment services shall consist of a minimum of ten percent of the facility's population in a substance abuse treatment program on any given day." Question: Does the ten percent include inmates in substance abuse education or in addition to those in substance abuse education? If in addition, how many inmates should be in the substance abuse education program?

**Answer:** The RFP is referring to treatment only, not education. Inmates in substance abuse classes do not count towards the ten percent. DO 917 breaks down what is expected in treatment.

31. In the Pre Bid Conference on Friday, February 10th in Phoenix a question was asked if double bunking was acceptable. The verbal answer provided was that "single bunks are mandated". Question: This RFP is for a medium security facility which only allows for single bunks. Please confirm that double/upper bunks are not allowed in both new construction and existing facilities for general population.

**Answer:** Whether existing or new construction, ADC's intent is for single bunk in a Dormitory design or a cell design which would allow for double bunking.

32. PARAGRAPH 3.2.5.1 Area Requirements Physical Plant Standards PAGE 9 - This section requires a minimum of 10,000 SF for WBE and 10,000 SF for ACI Industrial Areas. Question: Please confirm that the area requirements for WBE and Industrial Areas apply to both new construction and existing facilities.

**Answer:** The Department's Physical Plant Standards apply to any facility being offered. Please also refer to section 1.1.4.5 in the Introduction.

33. PARAGRAPH 1.6.14.1, and 1.6.15 Warehouse and Maintenance. Physical Plant Standards, PAGE 34 - This section requires that the warehouse and maintenance shop be located "outside the facility perimeter" Question: Please confirm that the Warehouse and Maintenance Shops need to be placed outside the facility perimeter for both new construction and existing facilities.

**Answer:** The Department's Physical Plant Standards apply to any facility being offered. Please also refer to section 1.1.4.5 in the Introduction.

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34. PARAGRAPH 3.2.1 Housing Physical Plant Standards PAGE 5 - This section states "the housing unit shall have a control room per Section 1.6.19.3.1, centrally located, capable of directly observing no more than 2 pods of 50 inmates each." Question: Please confirm that the control room and pod limitation of 50 inmates each applies to both new construction and existing facilities.

**Answer:** Please see change to Physical Plant Standards Page 5 of the Medium Custody Standards, Section 3.2.1

35. PARAGRAPH 3.1.5.1.1, Fencing and 3.1.5.1.2 Detection PAGE 3 - These sections provide specifications for both perimeter fence construction and perimeter detection systems. Please confirm that the fencing and detection systems specified are required for both new construction and existing facilities. Question: Please confirm that the fencing and detection systems specified are required for both new construction and existing facilities.

**Answer:** The Department's Physical Plant Standards apply to any facility being offered. Please also refer to section 1.1.4.5 in the Introduction.

36. PARAGRAPH 3.1.5.1 Physical Security Page 2 of Part 3 of the Physical Plant Standards - This section states the perimeter security fence shall be located a minimum of 300 feet from the prison property line. Question: For existing facilities, are the distance requirements for the perimeter security fence to the property lines as outlined in the Physical Plant Standards required?

**Answer:** The Department's Physical Plant Standards apply to any facility being offered. Please also refer to section 1.1.4.5 in the Introduction.

37. PARAGRAPH 3.1.4 Facility Size Requirements Page 2 of Part 3 of the Physical Plant Standards - This section states a 1,000 bed unit must be designed to divide the recreation area into two 500 inmate yards. Question: For existing facilities, are the two 500 person recreation yards required as outlined in the Physical Plant Standards?

**Answer:** The Department's Physical Plant Standards apply to any facility being offered. Please also refer to section 1.1.4.5 in the Introduction.

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38. Multiple of Part 1 and 3 of the Physical Plant Standards - PARAGRAPHS 1.6.2 (page 23), 1.6.3.1 (page 25), 1.6.4.1.1 (page 26), 1.6.5.1 (page 27), 1.6.6.1 (page 28), 1.6.7.1.1 (page 28), 1.6.8.1 (page 29), 1.6.9.1 (page 29), 1.6.10.1.11 (page 30), 1.6.11.1.1 (page 31), 1.6.12.1 (page 32), 1.6.13.1 (page 33), 1.6.14.1 (page 34), 1.6.15.1 (page 34), 1.16.15.1 (page 35), 1.16.17.1 (page 36), 1.6.18.1 (page 36), 1.16.19.1 (page 37), and 3.2.1.1 (page 5) Area Requirements Pages Multiple of Part 1 and 3 of the Physical Plant Standards These sections state specific area requirements. Question: For existing facilities, are the area requirements and room designations required as outlined in the Physical Plant Standards?

**Answer:** The Department's Physical Plant Standards apply to any facility being offered. Please also refer to section 1.1.4.5 in the Introduction.

39. PARAGRAPH 1.5.9.3 Domestic Water and Fire Protection System Page 20 of Part 1 of the Physical Plant - This section states to provide an on site tank sized to handle storage for fire flows required by code and one day's supply for the inmate population based on historic use rates of 200 gallons of domestic water per inmate/day. Question: For existing facilities, are the water supply requirements required as outlined in the Physical Plant Standards

**Answer:** The Department's Physical Plant Standards apply to any facility being offered. Please also refer to section 1.1.4.5 in the Introduction.

40. PARAGRAPH 1.5.10 Waste Water System Page 21 of Part 1 of the Physical Plant Standards - This section states that the waste water collection system, and on-site treatment plant, if required, is to be designed to handle 187 gallons per inmate per day. Question: For existing facilities, are the waste water treatment system requirements required as outlined on the Physical Plant Standards.

**Answer:** The Department's Physical Plant Standards apply to any facility being offered. Please also refer to section 1.1.4.5 in the Introduction.

41. Question: For existing facilities, can the facility be shared with inmates from other jurisdictions.

**Answer:** No, the facility shall not be shared with inmates from other jurisdictions.

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## Questions submitted on February 17, 2012

42. Six-week cyclical diet menu – Please make available the six week cyclical menu as described in 1.13.5.1.

**Answer:** Please reference ADC website <http://www.azcorrections.gov/>; Reports and Data for the six week cycle menu.

43. Hot Meals - Section 1.13.5.2, page 60, requires two meals each day to be hot foods and one sack meal. Is it the DOC's intention to require a minimum of two hot meals in which case a vendor could propose to provide three hot meals daily; or is it the DOC's intention to limit the number of hot meals provided to two per day?

**Answer:** Please see change at the beginning of this amendment. This requirement has changed.

## **Questions submitted on February 17, 2012 from Management and Training Corporation**

44. Ranking of Categories - Sections 1.8.6.5 through 1.8.6.5.5.3 of the Scope of Work: In the interest of transparency, please supply the Department's current rank of "Below Department of Corrections" or "Meets Department of Corrections" for each of the ranking categories that offerors will be judged against.

**Answer:** Please see attachment *Arizona Department of Corrections FY2009 to FY2011 Average for occurrence Categories* at the end of this amendment. Please see addition to this requirement at the beginning of this amendment. The category for Suicides was inadvertently omitted.

45. Enhancement - Section 1.15.2 of the Scope of Work: This section states that "The contract facility shall comply with design and construction standards as specified in the Physical Plant Standards Technical Manual, or as may be approved by the Department." It appears that there is an opportunity to present deviations so long as they are approved by the Department. If an offeror can demonstrate an enhancement to the physical plant standards, how should they be presented in the proposal?

**Answer:** Offerors who bid enhancements to the Physical Plant Standards should clearly identify those within their proposal response in the appropriate areas. Enhancements that exceed the Standards may be reviewed as strengths of a vendor and noted appropriately within the proposal evaluation.

The Department's Physical Plant Standards apply to any facility being offered. Please also refer to section 1.1.4.5 in the Introduction.

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46. SEC Documentation - Section 1.10.1 of the Scope of Work: This section requires the submission of Securities and Exchange Commission documentation. If the offeror is privately owned, what is the requested Securities and Exchange Commission documentation?

**Answer:** The Department is looking for supporting documentation in accordance with the offerors plan to finance. If the offerors plan has any supporting Securities and Exchange Commission documentation the offeror should submit them, otherwise any information relating to this section that would be applicable should be provided.

47. Purchase Option - Section 1.10.14.1 of the Scope of Work: This section states that "this option shall also include an option for the Department to purchase the facility at any point during the term of the contract for an amount stated in the original bid." In 1.10.6.1 the ADOC indicates that the guaranteed overall occupancy rate of 90% shall begin when the 90% occupancy rate is achieved. Since little or no payments will have been made by the Department until or immediately after 90% occupancy, it is impossible to establish a date certain for the amortization for the purchase option unless we have a date certain for the 90% to begin. Will the Department accept a response with a date certain for the 90% to begin established by the offeror in their bid?

**Answer:** Please refer to section 1.4.4, which identifies that Offerors shall submit a milestone chart with their proposal that reflects all major milestones from the time of proposal submittal to projected date first inmate..... Offerors should use their own schedule to prepare the purchase option document based on their proposed dates for loading. Offerors should also take into consideration section 1.9.17.1.

48. ProcureAZ - Section 2.7 of the Special Terms and Conditions requires the submission of the proposal to the RFP through ProcureAZ, and suggests that any questions be referred to the help desk. The help desk has informed us that there is a 10 MB limit on submissions at one time. Given that the proposals may range from 100 to 200 MB with the attachments required by the RFP, will the Department consider allowing the offeror not to submit all attachments with the RFP through ProcureAZ?

**Answer:** No, Vendors must submit proposal responses and attachments through ProcureAZ in accordance with the RFP requirements. According to the State Procurement Office (SPO), technically there is no limit to the number or size of attachments that can be added, however SPO suggests that vendors limit single attachments larger than 10MB to be uploaded at one time because it could potentially bog down the system. This is also mentioned in the Quick Reference under the attachment section. So while vendors can upload multiple and large attachments SPO still wants to try and manage and limit this so it doesn't negatively impact the overall ProcureAZ system.

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49. Inmate Health - Per section 1.14 Health Services, the vendor is required to provide to full range of inmate health care for inmates classified up to M-5, M-4, MH-5 or MH-4. Please provide the estimated percentage of each classification (e.g. M-1 through 5 and MH-1 through 5) that will be assigned to this contract facility.

**Answer:** It is ADC's intent to assign to this contract facility a ratio of inmates classified as above comparable to other ADC institutions.

**REMAINDER OF PAGE BLANK INTENTIONALLY**

**ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY**

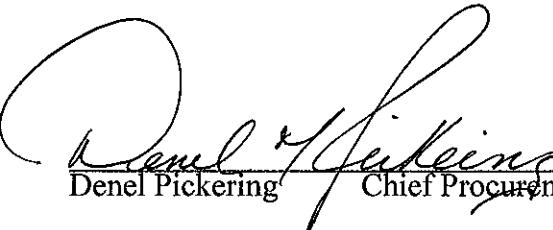
Vendor hereby acknowledges receipt and understanding of above amendment.

The above referenced Solicitation Amendment  
Is hereby executed this 23rd day of February,  
2012 at Phoenix, Arizona.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

Name of Company \_\_\_\_\_

  
Denel Pickering Chief Procurement Officer



## Yuma

- 1) Capacity of current Water Supply System:
  - 2 Deep Water Wells capable of pumping approximately 600 gpm.
  - Designed to produce 1,296,000 gallons per day of finished RO water.
  - Finished Water Storage capacity is a total of 1,200,000 gallons.  
2—300,000 gallon tanks and 1—600,000 gallon tank.
  - Raw Water Storage Tank capacity is 250,000 gallons.
  - RO system is designed to produce 900 gallons per minute of finished water.
- 2) Capacity of current Wastewater System:
  - Designed for a total of 1,093,000 gallons per day of wastewater.  
873,000 gallons of wastewater and 220,000 gallons of rejected RO Water.
- 3) Deed: Owned by the State of Arizona Department of Corrections
  - Legal Description: T11S, R23W, Section 8
- 4) Accurate Land or Site Map: See attached Aerial Photo  
Approximately 150 Acres are available.
- 5) List of available Utility Vendors:
  - a. Electric Company: Arizona Public Service
  - b. Water Company: Private Well owned by the State of Arizona
  - c. Gas Company: Southwest Gas Corporation
  - d. Sewer: Private WWTP owned and operated by the State of Arizona.
  - e. Trash: Hauled by the State of Arizona to landfill on a daily basis.
- 6) Anything else that might be relevant to a Private Operator to construct these units:
  - Vendor will have to verify gas line size with Southwest Gas Corporation.
  - Vendor maybe required by Fire Marshal to install a Water Tank for Fire Suppression System.

## **Florence**

- 1) Capacity of current Water Supply System:
  - 2 Deep Water Wells capable of producing 1600 gpm.
  - Total Water Storage Capacity is 650,000 gallons  
(1—150,000 gallon and 1—500,000 gallon elevated storage tanks)
- 2) Capacity of current Wastewater System:
  - Facility is connected to the City of Florence Sewer System.
- 3) Deed: Owned by the State of Arizona Department of Corrections
  - Legal Descriptions: T4S, R9E, Section 36
- 4) Accurate Land or Site Map: See attached Aerial Photo  
Approximately 40 Acres are available.
- 5) List of available Utility Vendors:
  - a. Electric Company: Arizona Public Service and San Carlos Irrigation Project
  - b. Water Company: State Owned Private Well and City of Florence
  - c. Gas Company: Southwest Gas Corporation
  - d. Sewer: City of Florence
  - e. Trash: Waste Management
- 6) Anything else that might be relevant to a Private Operator to construct these units:
  - Vendor will have to verify sewer & water size with City of Florence.
  - Vendor will have to verify gas line size with Southwest Gas Corporation.
  - Vendor maybe required by Fire Marshal to install a Water Tank for Fire Suppression System.

**ON-SITE INSPECTION  
ATTENDANCE REPORT – ASPC-Yuma  
February 15, 2012  
Attachment A**

**SOLICITATION NO: ADOC12-00001388 / ADC No. 120088DC**

Company Name: ADC  
Contact Person: Michael Landry  
Address: 1645 W. Jefferson  
City/State/Zip: Phx, AZ. 85007  
Phone Number: 602-364-4292  
Fax Number: \_\_\_\_\_

Company Name: Gerald  
Contact Person: DAVID NIVAS  
Address: 715 Seconey Rd  
City/State/Zip: Wichita LA 70503  
Phone Number: 928 750 1528  
Fax Number: \_\_\_\_\_

Company Name: ADC  
Contact Person: Willis Swisher  
Address: 7125 E Joan Sanchez  
City/State/Zip: SAN LOUIS  
Phone Number: 928-627-8871  
Fax Number: 928-627-6713

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Company Name: GEO  
Contact Person: Jeff Wrigley  
Address: 6100 Center Dr  
City/State/Zip: Los Angeles, CA 90045  
Phone Number: 762 452-8296  
Fax Number: 561-443-1797

Company Name: GEO  
Contact Person: Ken Fortier  
Address: 6100 Center Dr.  
City/State/Zip: Los Angeles, CA  
Phone Number: 310-348-3000  
Fax Number: 561-443-1797

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**ON-SITE INSPECTION  
ATTENDANCE REPORT – ASPC-Florence**

**February 16, 2012**

**Attachment A**

**SOLICITATION NO: ADOC12-00001388 / ADC No. 120088DC**

Company Name: ADC

Contact Person: Michael Landry

Address: 1645 W. Jefferson

City/State/Zip: Phx, AZ. 85007

Phone Number: 602-908-5198

Fax Number: \_\_\_\_\_

Company Name: GEO

Contact Person: Ken Fortier

Address: 6100 Center Dr.

City/State/Zip: L.A., CA

Phone Number: 310-348-3000

Fax Number: 561-443-1797

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Company Name: GEO

Contact Person: Jeff Wrigley

Address: 6100 Center Dr.

City/State/Zip: Los Angeles, CA.

Phone Number: 760-450-8296

Fax Number: 561-443-1797

Company Name: Keenum Consulting

Contact Person: John Keenum

Address: 19714 W. Whitton Ave

City/State/Zip: Buckeye, AZ

Phone Number: 602-558-7247

Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**ARIZONA DEPARTMENT OF CORRECTIONS  
FY12 TRAINING PLAN**

To meet minimum requirements as outlined in Department Order 509, employees with inmate contact will take a combination of proficiency and developmental training totaling 40 credits or more each calendar year. Staff graduating from the Correctional Officer Training Academy within the training year, are exempt.

<b>MANDATORY / COMPETENCY TRAINING FY 2012</b>
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**CORRECTIONAL OFFICER:**

Accountability Basics - 2 cr  
CARE (annually) - 7 cr  
Communicable Disease Today - 1 cr  
Crime Scene Prevention - 1 cr  
Discretion and Decision Making - 2 cr  
DUI - The Facts, the Law and You - 2 cr  
ICS and Emergency Procedures - 2 cr  
Inventory Loss Prevention - 1 cr  
PACE - 1 cr  
Radio Communication - 1 cr  
Self Defense - 4 cr  
Staff Grooming - 1 cr  
Surviving Hostage Situation - 2 cr  
Understanding Mentally Ill Inmates - 2 cr  
Van Dynamics (depends on duties/every 4 yrs) - 2cr

Admin. Investigations & Employee Discipline - 2 cr  
Cell Extractions - 2 cr  
CORE Competency Test - 1 cr  
Crisis Intervention - 1 cr  
Domestic and Workplace Violence - 2 cr  
Fire Safety & Hazardous Material Control - 1 cr  
Inmate Suicide Prevention - 1 cr  
Key Control - 1 cr  
Personal Property Control Egress/Ingress - 2 cr  
Reality Check Defensive Driving (every 4 yrs) - 4 cr  
Sexual Harassment & Employment Discrimination - 2 cr  
Staff Rotation - 1 cr  
Tool Control - 1 cr  
Use of Force Ethics - 2 cr  
Weapons Re-certification - 8 cr

**Total Hours: 62**

**CORRECTIONAL SUPERVISORS:**

Accountability Basics - 2 cr  
CARE (annually) - 7 cr  
Coaching Your Staff - 2 cr  
CORE Competency Test - 1 cr  
Crisis Intervention - 1 cr  
Discretion and Decision Making - 2 cr  
DUI - The Facts, the Law and You - 2 cr  
ICS and Emergency Procedures - 2 cr  
Inventory Loss Prevention - 1 cr  
PACE - 1 cr  
Radio Communication - 1 cr  
Self Defense - 4 cr  
Staff Grooming - 1 cr  
Surviving Hostage Situation - 2 cr  
Tool Control - 1 cr  
Use of Force Ethics - 2 cr  
Weapons Re-certification - 8 cr

Admin. Investigations & Employee Discipline - 2 cr  
Cell Extractions - 2 cr  
Communicable Disease Today - 1 cr  
Crime Scene Prevention - 1 cr  
DART for Supervisors - 2 cr  
Domestic and Workplace Violence - 2 cr  
Fire Safety & Hazardous Material Control - 1 cr  
Inmate Suicide Prevention - 1 cr  
Key Control - 1 cr  
Personal Property Control Egress/Ingress - 2 cr  
Reality Check Defensive Driving (every 4 yrs) - 4 cr  
Sexual Harassment & Employment Discrimination - 2 cr  
Staff Rotation - 1 cr  
The Big Picture - 2 cr  
Understanding Mentally Ill Inmates - 2 cr  
Van Dynamics (depends on duties/every 4 yrs) - 2cr

**Total Hours: 68**

### **CORRECTIONAL CO III & CO IV:**

Accountability Basics - 2 cr  
CARE (annually) - 7 cr  
Coaching Your Staff (CO IVs ONLY)B 2 cr  
CORE Competency Test - 1 cr  
Crisis Intervention - 1 cr  
Domestic and Workplace Violence - 2 cr  
Fire Safety & Hazardous Material Control - 1 cr  
Inmate Suicide Prevention - 1 cr  
Key Control - 1 cr  
Personal Property Control Egress/Ingress - 2 cr  
Reality Check Defensive Driving (every 4 yrs) - 4 cr  
Sexual Harassment & Employment Discrimination- 2 cr  
Staff Rotation - 1 cr  
The Big Picture (CO IVs ONLY)B 2 cr  
Understanding Mentally Ill Inmates - 2 cr  
Van Dynamics (depends on duties/every 4 yrs) - 2cr

Admin. Investigations & Employee Discipline - 2 cr  
Chemical Agents - 1 cr  
Communicable Disease Today - 1 cr  
Crime Scene Prevention - 1 cr  
Discretion and Decision Making - 2 cr  
DUI - The Facts, the Law and You - 2 cr  
ICS and Emergency Procedures - 2 cr  
Inventory Loss Prevention - 1 cr  
PACE - 1 cr  
Radio Communication - 1 cr  
Self Defense - 4 cr  
Staff Grooming - 1 cr  
Surviving Hostage Situation - 2 cr  
Tool Control - 1 cr  
Use of Force Ethics - 2 cr

**Total Hours: 57**

### **CORRECTIONAL GRADE 21+:**

Accountability Basics - 2 cr  
CARE (annually) - 7 cr  
CORE Competency Test - 1 cr  
Crisis Intervention - 1 cr  
DUI - The Facts, the Law and You - 2 cr  
ICS and Emergency Procedures - 2 cr  
Personal Property Control Egress/IngressB 2 cr  
Staff Grooming - 1 cr  
Understanding Mentally Ill Inmates - 2 cr

Admin. Investigations & Employee Discipline - 2 cr  
Communicable Disease Today - 1 cr  
Crime Scene Prevention - 1 cr  
Domestic and Workplace Violence - 2 cr  
Fire Safety & Hazardous Material Control - 1 cr  
Inmate Suicide Prevention - 1 cr  
Sexual Harassment & Employment Discrimination - 2 cr  
The Big Picture - 2 cr

**Total Hours: 32**

### **NON UNIFORM STAFF:**

Admin. Investigations & Employee Discipline - 2 cr  
Communicable Disease Today - 1 cr  
Domestic and Workplace Violence - 2 cr  
Fire Safety & Hazardous Material Control - 1 cr  
Inventory Loss Prevention - 1 cr  
PACE - 1 cr  
Reality Check Defensive Driving (every 4 yrs) - 4 cr  
Surviving Hostage Situations - 2 cr  
Staff Grooming - 1 cr

CARE (annually) - 7 cr  
Crisis Intervention - 1 cr  
DUI - The Facts, the Law and You - 2 cr  
Inmate Suicide Prevention - 1 cr  
Key Control - 1 cr  
Personal Property Control Egress/Ingress - 2 cr  
Sexual Harassment & Employment Discrimination - 2 cr  
Tool Control - 1 cr

**Total Hours: 32**

### **MEDICAL STAFF:**

Admin. Investigations & Employee Discipline - 2 cr  
Crisis Intervention - 1 cr  
DUI - The Facts, the Law and You - 2 cr  
Inmate Suicide Prevention - 1 cr  
Key Control - 1 cr  
Personal Property Control Egress/Ingress - 2 cr  
Sexual Harassment & Employment Discrimination - 2 cr  
Tool Control - 1 cr

Communicable Disease Today - 1 cr  
Domestic and Workplace Violence - 2 cr  
Fire Safety & Hazardous Material Control - 1 cr  
Inventory Loss Prevention - 1 cr  
PACE - 1 cr  
Reality Check Defensive Driving (every 4 yrs) - 4 cr  
Surviving Hostage Situations - 2 cr  
Staff Grooming - 1 cr

**Total Hours: 25**

### **COMMUNITY CORRECTIONS:**

Admin. Investigations & Employee Discipline - 2 cr	CARE (annually) - 7 cr
Communicable Disease Today - 1 cr	Co Occurring Disorders - 2 cr
Crisis Intervention - 1 cr	Domestic and Workplace Violence - 2 cr
DUI - The Facts, the Law and You - 2 cr	Evidence Based Practice - 4 cr
Fire Safety & Hazardous Material Control - 1 cr	Inmate Suicide Prevention - 1 cr
Inventory Loss Prevention - 1 cr	Key Control - 1 cr
Motivational Interviewing Enhanced - 8 cr	PACE - 1 cr
Personal Property Control Egress/Ingress - 2 cr	Proper Report Writing Techniques - 2 cr
Sexual Harassment & Employment Discrimination - 2 cr	Tool Control - 1 cr
Understanding Mentally Ill Inmates - 2 cr	Staff Grooming - 1 cr

**Total Hours: 44**

### **INVESTIGATIONS:**

Admin. Investigations & Employee Discipline - 2 cr	CARE (annually) - 7 cr
Communicable Disease Today - 1 cr	Crisis Intervention - 1 cr
Domestic and Workplace Violence - 2 cr	DUI - The Facts, the Law and You - 2 cr
Fire Safety & Hazardous Material Control - 1 cr	Inmate Suicide Prevention - 1 cr
Inventory Loss Prevention - 1 cr	PACE - 1 cr
Sexual Harassment & Employment Discrimination - 2 cr	Staff Grooming - 1 cr

Each employee shall meet the POST standards for annual firearms re-certification and 8 credit hours advanced training.

**Total Hours: 38**

### **PHYSICAL PLANT:**

Admin. Investigations & Employee Discipline - 2 cr	CARE (annually) - 7 cr
Communicable Disease Today - 1 cr	CORE Competency Test - 1 cr
Crisis Intervention - 1 cr	Domestic and Workplace Violence - 2 cr
DUI - The Facts, the Law and You - 2 cr	Fire Safety & Hazardous Material Control - 1 cr
Inmate Suicide Prevention - 1 cr	Key Control - 1 cr
PACE - 1 cr	Personal Property Control Egress/Ingress - 2 cr
Reality Check Defensive Driving (every 4 yrs) - 4 cr	Sexual Harassment & Employment Discrimination - 2 cr
Staff Grooming - 1 cr	Surviving Hostage Situations - 2 cr
Tool Control - 1 cr	
Power Industrial Truck Training - 1 cr (Warehouse & Maintenance ONLY)	

**Total Hours: 33**

### **EDUCATION:**

Admin. Investigations & Employee Discipline - 2 cr	CARE (annually) - 7 cr
Communicable Disease Today - 1 cr	Crisis Intervention - 1 cr
Domestic and Workplace Violence - 2 cr	DUI - The Facts, the Law and You - 2 cr
Fire Safety & Hazardous Material Control - 1 cr	Inmate Suicide Prevention - 1 cr
Inventory Loss Prevention - 1 cr	Key Control - 1 cr
PACE - 1 cr	Personal Property Control Egress/Ingress - 2 cr
Radio Communication - 1 cr	Reality Check Defensive Driving (every 4 yrs) - 4 cr
Self Defense - 4 cr	Sexual Harassment & Employment Discrimination - 2 cr
Staff Grooming - 1 cr	Surviving Hostage Situation - 2 cr

**Total Hours: 36**

**ACI:**

Admin. Investigations & Employee Discipline - 2 cr  
Communicable Disease Today - 1 cr  
Domestic and Workplace Violence - 2cr  
Fire & Safety & Hazardous Material Control - 1 cr  
Key Control B1 cr  
Personal Property Control - 2 cr  
Sexual Harassment & Employment Discrimination 2 cr  
Tool Controlc1 cr

CARE (annually) - 7 cr  
Crisis Intervention – 1 cr  
DUI - The Facts, the Law and You - 2 cr  
Inventory Loss Prevention - 1 cr  
PACE - 1 cr  
Reality Check Defensive Driving (every 4 yrs) - 4 cr  
Staff Grooming - 1 cr

**Total Hours: 30**

**ACI - IPS:**

Accountability Basics - 2 cr  
CARE (annually) - 7 cr  
Crime Scene Prevention - 1 cr  
Discretion and Decision Making - 2 cr  
DUI - The Facts, the Law and You - 2 cr  
ICS and Emergency Procedures - 2 cr  
Inventory Loss Prevention - 1 cr  
PACE - 1 cr  
Radio Communication - 1 cr  
Self Defense - 4 cr  
Staff Grooming - 1cr  
Tool Controlc1 cr  
Van Dynamics (depends on duties/every 4 yrs) - 2 cr

Admin. Investigations & Employee Discipline - 2 cr  
Communicable Disease Today - 1 cr  
Crisis Intervention – 1 cr  
Domestic and Workplace Violence - 2 cr  
Fire Safety & Hazardous Material Control - 1 cr  
Inmate Suicide Prevention – 1 cr  
Key Control B1 cr  
Personal Property Control - 2 cr  
Reality Check Defensive Driving (every 4 yrs) - 4 cr  
Sexual Harassment & Employment Discrimination - 2 cr  
Surviving Hostage Situation - 2 cr  
Use of Force Ethics - 2 cr

**Total Hours: 48**

**CONTRACTS:**

Admin. Investigations & Employee Discipline - 2 cr  
Communicable Disease Today - 1 cr  
DUI - The Facts, the Law and You - 2 cr  
Key Control - 1 cr  
Self Defense - 4 cr  
Staff Grooming – 1 cr

CARE (annually) - 7 cr  
Domestic and Workplace Violence - 2 cr  
Fire Safety & Hazardous Material Control - 1 cr  
Reality Check Defensive Driving (every 4 yrs) - 4 cr  
Sexual Harassment & Employment Discrimination - 2 cr

**Total Hours: 27**

**NON UNIFORM SUPERVISORS:**

Admin. Investigations & Employee Discipline - 2 cr  
Coaching Your Staff - 2 cr  
Crisis Intervention – 1 cr  
DUI - The Facts, the Law and You - 2 cr  
Key Control - 1 cr  
Inventory Loss Prevention - 1 cr  
Personal Property Control Egress/Ingress - 2 cr  
Sexual Harassment & Employment Discrimination - 2 cr  
The Big Picture - 2 cr

CARE (annually) - 7 cr  
Communicable Disease Today - 1 cr  
Domestic and Workplace Violence - 2 cr  
Fire Safety & Hazardous Material Control - 1 cr  
Inmate Suicide Prevention – 1 cr  
PACE - 1 cr  
Reality Check Defensive Driving (every 4 yrs) - 4 cr  
Staff Grooming - 1 cr

**Total Hours: 33**



<b>NEW EMPLOYEE ORIENTATION ALL STAFF FY 2012</b>
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- Correctional Officer Training Academy - Officers
- ADC Personnel Orientation
- ADCOM Self-Paced Modules
- Basic Security Procedures
- Crisis Intervention
- Emergency Management Services: CPR/AED for the Professional Rescuer - Health Staff ONLY
- Incident Command System (ICS) 100, 700, & 800 - On-line FEMA Classes
- Inmate Manipulation
- Inmate Suicide Prevention
- Inmate Supervision for New Employees
- Reality Check Defensive Driving
- Institutional Tour
- Staff and Inmate Relationships
- Van Dynamics
- Working with Inmates
- Emergency Preparedness Infection Diseases Outbreak
- DO 125 PREA - Within 60 days of hire
- CARE - Within 60 days of hire

**PROFICIENCY TRAINING FY12 CORRECTIONAL ADC STAFF****Required CORE Training**

CORE Competency - OJRT (Required for officer's w/non-passing scores on CORE Comp. Testing)

Designated Armed Response Team (DART) for Supervisors

Van Dynamics Refresher - online (every 4 years)

CO II Field Training - OJT Checklist (Required once within 90 days of promotion)

CO III Field Training - OJT Checklist (Required once within 90 days of promotion)

Sergeant's Field Training - OJT Checklist (Required once within 90 days of promotion)

Lieutenant's Field Training - OJT Checklist (Required once within 90 days of promotion)

Captain's Field Training - OJT Checklist (Required once within 90 days of promotion)

Community Corrections Field Training - OJT Checklist (Required once within 90 days of promotion)

**SPECIALIZED LEADERSHIP ACADEMIES - DEPENDENT ON JOB DUTIES**

Armored School

Contract Bed Monitor Academy (CBM)

Chase Academy

Community Corrections Academy (CCA)

Correctional Administrator Academy (CAA)

Correctional Manager Academy (CMA)

Correctional Officer III Academy

Leadership Co-Hort - Executive Development Seminar Series

Physical Plant Academy (PPA)

Professional Development Program (PDP)

Sergeant Leadership Academy (SLA)

TSU Academy - Tactical Support

**PROFICIENCY TRAINING FY12 INMATE HEALTH BUREAU**

Health Staff with ADC is required to meet National Commission on Correctional Healthcare training hours will be recorded in the HRIS training record.

**Required CORE Training**

Emergency Management Services: CPR/AED for the Professional Rescuer - Staff with I/M Contact and Supervisors

**LEADERSHIP**

**Executive Leadership:** Certified Public Manager Program (via ASU) - Recommend once for ADC Managers. Employee responsible for program costs.

**Executive Leadership:** Institute for Public Executives (via ASU) -Recommend once for ADC Managers. Employee responsible for program costs.

ACA: Professional Certification Program - Recommend all staff. Employee responsible for program costs.

Check Arizona Learning Center for further training offered for professional development.

<b>ADC NIMS TRAINING REQUIREMENTS FY 2012</b>
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**Pre-Service/NEO**  
New Employee Orientation

**Classes:**  
ICS100, IS700, IS800

**Mandated Participants:**  
All Cadets

**Supervisors**  
(In addition  
to previous)

**Classes:**  
ICS200

**Mandated Participants:**  
CO series from Sgts - Wardens, Nursing  
Supervisors, Maintenance Supervisors, OHN  
Supervisors, Safety Officers, Investigators Supervisors

**Middle Management**  
(In addition  
to previous)

**Classes:**  
ICS300, ICS703

**Mandated Participants:**  
CO series from Captains/CO IVs through  
Wardens

**Command & General Staff**  
(In addition  
to previous)

**Classes:**  
ICS400, ICS701  
ICS/EOC Interface

**Mandated Participants:**  
CO series from ADWs - Wardens,  
Central Office  
EOC Staff (Administrator-Division Director)  
PIO: ICS702  
Majors: IS139 Exercise Design, IS546 COOP  
Awareness

## INDEX COURSE DESCRIPTIONS

### **Accountability Basics - 2 cr**

The importance of confidentiality and consistency in the inmate accountability process from unit to Central Office.

### **Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

### **Cell Extractions - 2 cr**

Circumstances under which cell extractions are necessary. Proper procedures in conducting a cell extraction, use of force and the importance of safety.

### **Chemical Agents - 1 cr**

Identifies ADC authorized chemical agents and their locations in the ADC Use of Force Continuum. Defines the characteristics, delivery, and proper use authorized chemical agents.

### **Co Occurring Disorders - 2 cr**

The major co occurring disorders that are most common in Arizona. Integrating substance abuse and mental health issues with the use of Motivational Interviewing theory of getting individuals from a place of resistance to readiness to change.

### **Correctional Analysis and Response to Emergencies - CARE - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

### **Coaching Your Staff - 2 cr**

Defines coaching and mentoring as tools to develop your staff.

### **Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

### **CORE Competency Test 1 cr**

Testing to examine the knowledge of security professionals in the field as related to performance measures established each fiscal year.

### **Crime Scene Prevention - 1 cr**

Officers' responsibilities at a crime scene including making and recording observations, securing scene, identifying and preserving evidence, and managing inmates as victims or suspects.

### **Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

### **Designated Armed Response Team - DART for Supervisors - 2 cr**

DART operations within the context of ICS. It discusses command/control, tactical information, weapon deployment, crowd/mob control, holding area planning considerations and the identification of inmate leaders. A practical exercise is included for immediate practice of material.

### **Discretion and Decision Making - 2 cr**

Discretion and decision making when supervising inmates including appropriate response to inmate behavior.

### **Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Evidence Based Practice - 4 cr**

Focuses on approaches demonstrated to be effective in regards to intergration, the Principles of Effective Intervention, Implementing the Principles into Practice. This lesson will help map out the essential ingredients for a successful transition.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Incident Command System and Emergency Procedures - 2 cr**

ADC and ICS standardized response, management, and reporting of all incidents.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Motivational Interviewing Enhanced - 8 cr**

A client centered directed method for enhancing intrinsic motivation to change by exploring and resolving ambivalence. Proven to be effective in helping people change behavior, MI is used in assessments, brief or one-time intervention, and communication with offender.

**Performance Appraisal for Correctional Employees - PACE - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Power Industrial Truck Training (Warehouse & Maintenance ONLY)- 1 cr**

This course certifies staff members to operate powered industrial trucks in the correctional environment through following OSHA standards.

**Proper Reporting Skills - 2 cr**

Discusses the importance of accurate and complete reporting writing for all Community Corrections staff. Policy requirements and legal aspects are recognized and discussed.

**Radio Communication - 1 cr**

ADC and FCC regulations governing 2-way radio operation in order to increase officer effectiveness and safety.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Self Defense - 4 cr**

Self defense techniques with emphasis on alertness, defusing confrontations and implementing physical defensive techniques as a last resort.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Staff Rotation - 1 cr**

This course describes the responsibility of staff rotation under DO 524, DO 512 and DI 286.

**Surviving Hostage Situation - 2 cr**

Strategies and techniques that can be used in a hostage situation.

**The Big Picture - 2 cr**

Explores the manager's responsibility to recognize the effect of his/her actions on the employee, the unit, the institution and the department. The importance of creating a positive worked environment.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**Understanding Mentally Ill Inmates - 2 cr**

This course discusses the diagnostic categories of mental illness and working with mentally ill inmates.

**Use of Force Ethics - 2 cr**

The Philosophical expectations of ADC in the Use of Force and application of the Use of Force Continuum.

**Van Dynamics (depends on duties / every 4 years) - 2 cr**

Describes the hazards of driving a van and how to minimize those hazards. State drivers must complete *Defensive Driving Van Classroom Training* and *Behind the Wheel* instructions to be authorized to drive a vehicle configured for nine to fifteen passengers on state business.

**Weapons Re-certification - 8 cr**

Requirements to qualify annually with service handgun and 12 gauge shotgun and familiarize with the 37mm Gas Gun. Complete Discretionary Shooting intended to evaluate shooter's decision skills and speed.

**ARIZONA DEPARTMENT OF CORRECTIONS  
FY12 TRAINING PLAN**

To meet minimum requirements as outlined in Department Order 509, employees with inmate contact will take a combination of proficiency and developmental training totaling 40 credits or more each calendar year. Staff graduating from the Correctional Officer Training Academy within the training year, are exempt.

<b>MANDATORY / COMPETENCY TRAINING FY 2012</b>
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**CORRECTIONAL OFFICER**

**Accountability Basics - 2 cr**

The importance of confidentiality and consistency in the inmate accountability process from unit to Central Office.

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Cell Extractions - 2 cr**

Circumstances under which cell extractions are necessary. Proper procedures in conducting a cell extraction, use of force and the importance of safety.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**CORE Competency Test - 1 cr**

Testing to examine the knowledge of security professionals in the field as related to performance measures established each fiscal year.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Crime Scene Prevention - 1 cr**

Officers' responsibilities at a crime scene including documenting and recording observations, securing scene, identifying and preserving evidence, and managing inmates as victims or suspects.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Discretion and Decision Making - 2 cr**

Discretion and decision making when supervising inmates including appropriate response to inmate behavior.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Incident Command System (ICS) and Emergency Procedures - 2 cr**

ADC and ICS standardized response, management, and reporting of all incidents.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Radio Communication - 1 cr**

ADC and FCC regulations governing 2-way radio operation in order to increase officer effectiveness and safety.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Self Defense - 4 cr**

Self defense techniques with emphasis on alertness, defusing confrontations and implementing physical defensive techniques as a last resort.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Staff Rotation - 1 cr**

This course describes the responsibility of staff rotation under DO 524 and DI 286.

**Surviving Hostage Situation - 2 cr**

Strategies and techniques that can be used in a hostage situation.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**Understanding Mentally Ill Inmates - 2 cr**

This course discusses the diagnostic categories of mental illness and working with mentally ill inmates.

**Use of Force Ethics - 2 cr**

The Philosophical expectations of ADC in the Use of Force and application of the Use of Force Continuum.

**Van Dynamics (depends on duties / every 4 years) - 2 cr**

Describes the hazards of driving a van and how to minimize those hazards. State drivers must complete *Defensive Driving Van Classroom Training* and *Behind the Wheel* instructions to be authorized to drive a vehicle configured for nine to fifteen passengers on state business.

**Weapons Re-certification - 8 cr**

Requirements to qualify annually with service handgun and 12 gauge shotgun and familiarize with the 37mm Gas Gun. Complete Discretionary Shooting intended to evaluate shooter's decision skills and speed.

**TOTAL 62**

**CORRECTIONAL SUPERVISORS**

**Accountability Basics - 2 cr**

The importance of confidentiality and consistency in the inmate accountability process from unit to Central Office.

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Cell Extractions - 2 cr**

Circumstances under which cell extractions are necessary. Proper procedures in conducting a cell extraction, use of force and the importance of safety.

**Coaching Your Staff - 2 cr**

Defines coaching and mentoring as tools to develop your staff.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**CORE Competency Test - 1 cr**

Testing to examine the knowledge of security professionals in the field as related to performance measures established each fiscal year.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Crime Scene Prevention - 1 cr**

Officers' responsibilities at a crime scene including documenting and recording observations, securing scene, identifying and preserving evidence, and managing inmates as victims or suspects.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**DART for Supervisors - 2 cr**

DART operations within the context of ICS. It discusses command/control, tactical information, weapon deployment, crowd/mob control, holding area planning considerations and the identification of inmate leaders. A practical exercise is included for immediate practice of material.

**Discretion and Decision Making - 2 cr**

Discretion and decision making when supervising inmates including appropriate response to inmate behavior.

**Domestic and Workplace Violence - 2 cr**



Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Incident Command System (ICS) and Emergency Procedures - 2 cr**

ADC and ICS standardized response, management, and reporting of all incidents.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Radio Communication - 1 cr**

ADC and FCC regulations governing 2-way radio operation in order to increase officer effectiveness and safety.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Self Defense - 4 cr**

Self defense techniques with emphasis on alertness, defusing confrontations and implementing physical defensive techniques as a last resort.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Staff Rotation - 1 cr**

This course describes the responsibility of staff rotation under DO 524, DO 512 and DI 286.

**Surviving Hostage Situation - 2 cr**

Strategies and techniques that can be used in a hostage situation.

**The Big Picture - 2 cr**

Explores the manager's responsibility to recognize the effect of their actions on the employee, the unit, the institution and the department. The importance of creating a positive worked environment.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**Understanding Mentally Ill Inmates - 2 cr**

This course discusses the diagnostic categories of mental illness and working with mentally ill inmates.

**Use of Force Ethics - 2 cr**

The Philosophical expectations of ADC in the Use of Force and application of the Use of Force Continuum.

**Van Dynamics (depends on duties / every 4 years) - 2 cr**

Describes the hazards of driving a van and how to minimize those hazards. State drivers must complete *Defensive Driving Van Classroom Training* and *Behind the Wheel* instructions to be authorized to drive a vehicle configured for nine to fifteen passengers on state business.

**Weapons Re-certification - 8 cr**

Requirements to qualify annually with service handgun and 12 gauge shotgun and familiarize with the 37mm Gas Gun. Complete Discretionary Shooting intended to evaluate shooter's decision skills and speed.

**TOTAL 68**

**CORRECTIONAL CO III & CO IV****Accountability Basics - 2 cr**

The importance of confidentiality and consistency in the inmate accountability process from unit to Central Office.

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Chemical Agents - 1 cr**

Identifies ADC authorized chemical agents and their locations in the ADC Use of Force Continuum. Defines the characteristics, delivery, and proper use of authorized chemical agents.

**Coaching Your Staff (CO IV ONLY) - 2 cr**

Defines coaching and mentoring as tools to develop your staff.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**CORE Competency Test - 1 cr**

Testing to examine the knowledge of security professionals in the field as related to performance measures established each fiscal year.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Crime Scene Prevention - 1 cr**

Officers' responsibilities at a crime scene including documenting and recording observations, securing scene, identifying and preserving evidence, and managing inmates as victims or suspects.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Discretion and Decision Making - 2 cr**

Discretion and decision making when supervising inmates including appropriate response to inmate behavior.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Incident Command System (ICS) and Emergency Procedures - 2 cr**

ADC and ICS standardized response, management, and reporting of all incidents.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Radio Communication - 1 cr**

ADC and FCC regulations governing 2-way radio operation in order to increase officer effectiveness and safety.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Self Defense - 4 cr**

Self defense techniques with emphasis on alertness, defusing confrontations and implementing physical defensive techniques as a last resort.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations is of the highest ethical standards of honesty, integrity, impartiality and conduct of their employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Staff Rotation - 1 cr**

This course describes the responsibility of staff rotation under DO 524 and DI 286.

**Surviving Hostage Situation - 2 cr**

Strategies and techniques that can be used in a hostage situation.

**The Big Picture (CO IVs ONLY) - 2 cr**

Explores the manager's responsibility to recognize the effect of their actions on the employee, the unit, the institution and the department. The importance of creating a positive worked environment.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**Understanding Mentally Ill Inmates - 2 cr**

This course discusses the diagnostic categories of mental illness and working with mentally ill inmates.

**Use of Force Ethics - 2 cr**

The Philosophical expectations of ADC in the Use of Force and application of the Use of Force Continuum.

**Van Dynamics (depends on duties / every 4 years) - 2 cr**

Describes the hazards of driving a van and how to minimum those hazards. State drivers must complete *Defensive Driving Van Classroom Training* and *Behind the Wheel* instructions to be authorized to drive a vehicle configured for nine to fifteen passengers on state business.

**TOTAL 57**

**CORRECTIONAL GRADE 21+**

**Accountability Basics - 2 cr**

The importance of confidentiality and consistency in the inmate accountability process from unit to Central Office.

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**CORE Competency Test - 1 cr**

Testing to examine the knowledge of security professionals in the field as related to performance measures established each fiscal year.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, clearing airway management and moving an inmate victim.

**Crime Scene Prevention - 1 cr**

Officers' responsibilities at a crime scene including documenting and recording observations, securing scene, identifying and preserving evidence, and managing inmates as victims or suspects.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Incident Command System (ICS) and Emergency Procedures - 2 cr**

ADC and ICS standardized response, management, and reporting of all incidents.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**The Big Picture - 2 cr**

Explores the manager's responsibility to recognize the effect of their actions on the employee, the unit, the institution and the department. The importance of creating a positive worked environment.

**Understanding Mentally Ill Inmates - 2 cr**

This course discusses the diagnostic categories of mental illness and working with mentally ill inmates.

**TOTAL 32**

**NON UNIFORM STAFF**

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Surviving Hostage Situation - 2 cr**

Strategies and techniques that can be used in a hostage situation.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**TOTAL 32**

**MEDICAL STAFF**

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Surviving Hostage Situation - 2 cr**

Strategies and techniques that can be used in a hostage situation.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**TOTAL 25**

**COMMUNITY CORRECTIONS**

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**Co-Occurring Disorders - 2 cr**

The major co-occurring disorders that are most common in Arizona. Integrating substance abuse and mental health issues with the use of Motivational Interviewing theory of getting individuals from a place of resistance to readiness to change.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Evidence Based Practices - 4 cr**

Focuses on approaches demonstrated to be effective in regards to integration, the Principles of Effective Intervention, Implementing the Principles into Practice. This lesson will help map out the essential ingredients for a successful transition.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Motivational Interviewing (MI) Enhanced - 8 cr**

A client centered directed method for enhancing intrinsic motivation to change by exploring and resolving ambivalence. Proven to be effective in helping people change behavior, MI is used in assessments, brief or one-time intervention, and communication with offender.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Proper Reporting Skills - 2 cr**

Discusses the importance of accurate and complete report writing for all Community Corrections staff. Policy requirements and legal aspects are recognized and discussed.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**Understanding Mentally Ill Inmates - 2 cr**



This course discusses the diagnostic categories of mental illness and working with mentally ill inmates.

**TOTAL 44**

## **INVESTIGATIONS**

### **Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

### **Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

### **Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

### **Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

### **Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

### **DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

### **Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

### **Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

### **Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

### **Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

### **Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

### **Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

### **Weapons Re-certification - 8 cr**

Each employee shall meet the POST standards for annual firearms re-certification and 8 credit hours advanced training.

**TOTAL 38**

## **PHYSICAL PLANT**

### **Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Correctional Analysis and Response to Emergencies - CARE - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**CORE Competency Test - 1 cr**

Testing to examine the knowledge of security professionals in the field as related to performance measures established each fiscal year.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Power Industrial Truck Training (Warehouse & Maintenance ONLY)- 1 cr**

This course certifies staff members to operate powered industrial trucks in the correctional environment through following OSHA standards.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Surviving Hostage Situation - 2 cr**

Strategies and techniques that can be used in a hostage situation.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**TOTAL 33**

**EDUCATION**

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 801, mitigating and aggravating factors in determining levels of employee corrective actions.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Radio Communication - 1 cr**

ADC and FCC regulations governing 2-way radio operation in order to increase officer effectiveness and safety.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Self Defense - 4 cr**

Self defense techniques with emphasis on alertness, defusing confrontations and implementing physical defensive techniques as a last resort.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Surviving Hostage Situation - 2 cr**

Strategies and techniques that can be used in a hostage situation.

**TOTAL 36**

**ACI**

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**TOTAL 30**

**ACI – IPS**

**Accountability Basics - 2 cr**

The importance of confidentiality and consistency in the inmate accountability process from unit to Central Office.

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Crime Scene Prevention - 1 cr**

Officers' responsibilities at a crime scene including making and recording observations, securing scene, identifying and preserving evidence, and managing inmates as victims or suspects.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Discretion and Decision Making - 2 cr**

Discretion and decision making when supervising inmates including appropriate response to inmate behavior.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Incident Command System and Emergency Procedures - 2 cr**

ADC and ICS standardized response, management, and reporting of all incidents.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Radio Communication - 1 cr**

ADC and FCC regulations governing 2-way radio operation in order to increase officer effectiveness and safety.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Self Defense - 4 cr**

Self defense techniques with emphasis on alertness, defusing confrontations and implementing physical defensive techniques as a last resort.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Surviving Hostage Situation - 2 cr**

Strategies and techniques that can be used in a hostage situation.

**Tool Control - 1 cr**

Procedures for tool security and storage to include restrictions of tool use by inmates, Medical and Food Service tool use and storage.

**Use of Force Ethics - 2 cr**

The Philosophical expectations of ADC in the Use of Force and application of the Use of Force Continuum.

**Van Dynamics (depends on duties / every 4 years) - 2 cr**

Describes the hazards of driving a van and how to minimum those hazards. State drivers must complete *Defensive Driving Van Classroom Training* and *Behind the Wheel* instructions to be authorized to drive a vehicle configured for nine to fifteen passengers on state business.

**TOTAL 48**

**CONTRACTS**

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Self Defense - 4 cr**

Self defense techniques with emphasis on alertness, defusing confrontations and implementing physical defensive techniques as a last resort.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**TOTAL 27**

**NON UNIFORM SUPERVISORS**

**Administration Investigations & Employee Discipline - 2 cr**

Changes to D.O. 601, mitigating and aggravating factors in determining levels of employee corrective actions.

**Coaching Your Staff - 2 cr**

Defines coaching and mentoring as tools to develop your staff.

**Communicable Disease Today - 1 cr**

The prevention of communicable diseases through the use of universal precautions and reporting requirements when exposure occurs.

**Correctional Analysis and Response to Emergencies (CARE) - 7 cr**

Basic life support in prison environment medical emergencies to include CPR, choking management and moving an inmate victim.

**Crisis Intervention - 1 cr**

Methods to recognize psychological crisis and respond appropriately and professionally.

**Domestic and Workplace Violence - 2 cr**

Explores the relationship of domestic violence at workplace, staff safety measures and steps to conflict resolution. Resources for victims and perpetrators are identified.

**DUI: The Facts, The Law and You - 2 cr**

Facts and laws regarding driving under the influence.

**Fire Safety & Hazardous Material Control - 1 cr**

Basic fire prevention, evacuation procedures, and the safe use of hazardous materials.

**Inmate Suicide Prevention - 1 cr**

Description of skills needed to recognize and respond appropriately to an inmate who may be at risk of attempting suicide or has attempted suicide.

**Inventory Loss Prevention - 1 cr**

Preventing the loss of state funds through appropriate tracking and documenting of state property.

**Key Control - 1 cr**

Procedures for key check out, check in and key inventories. Procedures for securing your key set on your person and consequences when a key set is misplaced.

**Performance Appraisal for Correctional Employees (PACE) - 1 cr**

This course discuss ways ADC staff can impact their PACE evaluations in a positive manner.

**Personal Property Control Egress/Ingress - 2 cr**

ADC policy guidelines for permitted personal property to ensure security through egress/ingress.

**Reality Check Defensive Driving (every 4 years) - 4 cr**

This course is designed to improve the daily driving performance of participants authorized to drive state vehicle.

**Sexual Harassment & Employee Discrimination - 2 cr**

ADC's expectations of the highest ethical standards of honesty, integrity, impartiality and conduct of its employees in their interaction with inmates, offenders, fellow employees and general public.

**Staff Grooming - 1 cr**

ADC policy requirements for staff grooming and dress to ensure professional image of the Department.

**The Big Picture - 2 cr**

Explores the manager's responsibility to recognize the effect of his/her actions on the employee, the unit, the institution and the department. The importance of creating a positive worked environment.

**TOTAL 33**

<b>NEW EMPLOYEE ORIENTATION ALL STAFF FY 2012</b>
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- Correctional Officer Training Academy B Officers
- ADC Personnel Orientation
- ADCOM Self-Paced Modules
- Basic Security Procedures
- Crisis Intervention



- Emergency Management Services: CPR/AED for the Professional Rescuer B Health Staff ONLY
- Incident Command System (ICS) 100, 700, & 800 B On-line FEMA Classes
- Inmate Manipulation
- Inmate Suicide Prevention
- Inmate Supervision for New Employees
- Reality Check Defensive Driving
- Institutional Tour
- Staff and Inmate Relationships
- Van Dynamics
- Working with Inmates
- Emergency Preparedness Infection Diseases Outbreak
- DO 125 PREA B Within 60 days of hire
- CARE B Within 60 days of hire

### **PROFICIENCY TRAINING FY12 CORRECTIONAL ADC STAFF**

#### **Required CORE Training**

CORE Competency B OJRT (Required for officer=s w/non-passing scores on CORE Comp. Testing)  
 Designated Armed Response Team (DART) for Supervisors  
 Van Dynamics Refresher B online (every 4 years)  
 CO II Field Training - OJT Checklist (Required once within 90 days of promotion)  
 CO III Field Training - OJT Checklist (Required once within 90 days of promotion)  
 Sergeant=s Field Training B OJT Checklist (Required once within 90 days of promotion)  
 Lieutenant=s Field Training B OJT Checklist (Required once within 90 days of promotion)  
 Captain=s Field Training B OJT Checklist (Required once within 90 days of promotion)  
 Community Corrections Field Training B OJT Checklist (Required once within 90 days of promotion)

### **SPECIALIZED LEADERSHIP ACADEMIES B DEPENDENT ON JOB DUTIES**

Armors= School  
 Contract Bed Monitor Academy (CBM)  
 Chase Academy  
 Community Corrections Academy (CCA)  
 Correctional Administrator Academy (CAA)  
 Correctional Manager Academy (CMA)  
 Correctional Officer III Academy  
 Leadership Co-Hort - Executive Development Seminar Series  
 Physical Plant Academy (PPA)  
 Professional Development Program (PDP)  
 Sergeant Leadership Academy (SLA)  
 TSU Academy B Tactical Support

### **PROFICIENCY TRAINING FY12 INMATE HEALTH BUREAU**

Health Staff with ADC is required to meet NCCH training hours will be recorded in the HRIS training record.

#### **Required CORE Training**

Emergency Management Services: CPR/AED for the Professional Rescuer B Staff with I/M Contact and Supervisors.

### **LEADERSHIP**

**Executive Leadership:** Certified Public Manager Program (via ASU) B Recommend once for ADC Managers. Employee responsible for program costs.

**Executive Leadership:** Institute for Public Executives (via ASU) -Recommend once for ADC Managers. Employee responsible for program costs.

ACA: Professional Certification Program B Recommend all staff. Employee responsible for program costs.

Check Arizona Learning Center for further training offered for professional development.

<b>ADC NIMS TRAINING REQUIREMENTS FY 2012</b>
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**Pre-Service/NEO**  
New Employee Orientation

**Classes:**  
ICS100, IS700, IS800

**Mandated Participants:**  
All Cadets

**Supervisors**  
(In addition to previous)

**Classes:**  
ICS200

**Mandated Participants:**  
CO series from Sgts B Wardens, Nursing Supervisors, Maintenance Supervisors, OHN Supervisors, Safety Officers, Investigators Supervisors

**Middle Management**  
(In addition to previous)

**Classes:**  
ICS300, ICS703

**Mandated Participants:**  
CO series from Captains/CO IVs through Wardens

**Command & General Staff**  
(In addition to previous)

**Classes:**  
ICS400, ICS701  
ICS/EOC Interface

**Mandated Participants:**  
CO series from ADWs B Wardens, Central Office  
EOC Staff (Administrator B Division Director)  
PIO: ICS702  
Majors: IS139 Exercise Design, IS546 COOP Awareness

February 23, 2012

Solicitation Amendment 1 – Attachment				
Arizona Department of Corrections				
FY2009 to FY2011 Average for Occurrence Categories identified in RFP ADOC12-00001388 / ADC				
No. 120088DC				
ASPC (State run prisons only)	Number in FY2009	Number in FY2010	Number in FY2011	Average
Homicides	4 Rate: 0.13	5 Rate: 0.16	4 Rate: 0.12	4 Rate: 0.12
Major Disturbances	2 Rate: 0.06	2 Rate: 0.06	1 Rate: 0.03	2 Rate: 0.06
Escapes	2 Rate: 0.06	1 Rate: 0.03	3 Rate: 0.09	2 Rate: 0.06
Assaults on staff	307 Rate: 9.79	329 Rate: 10.36	362 Rate: 10.60	333 Rate: 10.27
Assaults on inmates	449 Rate: 14.32	637 Rate: 20.05	769 Rate: 22.52	618 Rate: 19.06
Suicides	5 Rate: 0.16	10 Rate: 0.32	12 Rate: 0.35	9 Rate: 0.28
ADP (State Prison Beds Only)	31,353	31,766	34,155	32,425

**Rate Formula:** Annual Occurrence divided by Annual State Prison ADP times 1,000 = Annual Rate for that occurrence category.

**Solicitation Amendment 1 – Attachment Arizona Department of Corrections**

**FY2009 to FY2011 Average for Occurrence Categories identified in RFP ADOC12-00001388 / ADC No. 120088DC  
Definitions:**

**1. Homicides.**

**2. Major Disturbances.** Any collective action by twenty or more inmates that constitutes an attempt to gain control of an institution, unit or prison facility, or an area within an institution, unit or prison facility resulting in official action beyond summary sanctions, such as; return to cell, order to disperse, where a minimum of three of the following criteria are met:

- Designated Armed Response Team (DART) is deployed and the Tactical Support Unit (TSU) is activated for the purpose of preventing the loss of authority or to regain control, or support from another Unit is requested staged, or deployed to the yard.
- Damages resulting in a cost of \$5000 or greater. (If applicable identify the cost of damages.)
- Multiple or serious injuries requiring hospitalization are incurred. (If applicable explain in detail.)
- Staff, contractors, etc. (Anyone other than inmates) are taken hostage or assaulted. (If applicable explain in detail.)
- Inmates fail to comply with lock down orders.
- Outside agencies respond for assistance, i.e. law enforcement, fire, ambulance, or military. (If law enforcement, fire, or military responded explain in detail).

**3. Escapes.** An inmate's unauthorized absence, departure from custody, from a correctional institution or release center without permission, from a secure work/transportation detail or failure to return following a temporary leave granted for a specific purpose. For each escape identify if the inmate was subsequently captured and if any public harm resulted from the escape.

**4. Assaults on staff.** Assaults committed by one or more inmates on a staff member(s) that intentionally or unintentionally cause physical injury. This includes striking the staff member with hand(s), fist(s), or feet; touching staff with intent to injure; or committing assault with bodily fluids by throwing or projecting saliva, blood, seminal fluid, urine, or feces at an employee.

**5. Assaults on inmates.** Assaults committed by one or more inmates on one or more inmates that intentionally or unintentionally cause physical injury.

**6. Suicides.** For each suicide identify the method of suicide (i.e., hanging, self-inflicted fatal wound, etc.) and the inmate status at the time of suicide (i.e., in protective segregation, in detention, on mental health watch, in general housing unit, etc.).